



Assistant Secretary, Prevention and Community Health Division *Recruitment Announcement*



ABOUT THE DEPARTMENT

Washington State is a progressive place to live and work where differences are celebrated; Washington State Department of Health employees are encouraged to bring their whole selves to work. The Department has just implemented an “Infants at Work” policy/program, and is currently working on the “Worksite of the Future.” These two policies are examples of how the agency is working to be an employer of choice in Washington State.

The Department partners with federal, state, tribal, local governments, and non-governmental organizations to protect and improve the health of people in Washington; promote healthy behaviors and maintain high standards for quality health care delivery.

The main campus is located in Tumwater, with Public Health Laboratories located in Shoreline and satellite offices in Richland, Kent and Spokane. The department employs

over 1,600 people and, with a combined operating and capital budget of nearly \$1.3 billion is divided into five functional divisions:

1. Disease Control and Health Statistics
2. Environmental Public Health
3. Health Systems Quality Assurance
4. Prevention and Community Health
5. Central Administration

The Department works with the state’s 35 Local Health Jurisdictions and 29 federally recognized Tribes to deliver public health services to the people of Washington State. Together these entities make up the decentralized public health system. This system is characterized by strong relationships and shared leadership.



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ABOUT THE POSITION

The Assistant Secretary is responsible for the vision and leadership of the Prevention and Community Health Division which includes four offices, over 200 staff members, a diverse set of partners and a wide range of programs and projects to improve the health and individuals, families and communities in Washington.

Here are a few examples of the innovative work the division is currently engaged in:

- Marijuana prevention and education in the context of being one of a few states to legalize recreational marijuana
- Inter and intra-agency collaboration to implement the Affordable Care Act.
- Addressing and monitoring inequities in health outcomes through partnerships, data systems, and culturally tailored programs.

What “Health Equity” means to the division:

Adapting and tailoring public health programs to specific populations.

Taking a “health in all policies” approach that includes a focus on the determinants of health.

Investing funds at the local level into community-driven initiatives that focus on policy, environmental and system changes to improve health for everyone with specific effort given to closing disparity gaps and improve health equity.





THE DIVISION HAS FOUR OFFICES:

The Office of the Assistant Secretary provides leadership and support to all programs and services that are part of the Prevention and Community Health Division. This office has division-wide accountability for communication, budget, policy, performance management, quality improvement, and high-level initiatives.

The Office of Healthy Communities (OHC) is dedicated to making the healthy choice the easy choice in homes, communities, workplaces, health care settings, and schools. We work to prevent disease and promote health at every stage of life by implementing policies, systems, and environmental changes with a focus on health equity. Our work addresses eight priority areas: active living and safe environments; clinical preventive services and interventions; healthy eating; healthy starts; quality screening, referral, and follow-up; reproductive sexual health; social and emotional wellness; and tobacco and substance-free living.

The Office of Immunization and Child Profile (OICP) is committed to two primary goals: 1) promoting immunization to protect children, teens, and adults from diseases that vaccines prevent; and 2) collaborating with healthcare providers, government agencies, and community organizations to educate parents on healthy choices and preventive care.

The Office of Nutrition Services (ONS) creates opportunities for people with limited resources to make healthy nutrition choices. We support healthy eating, breastfeeding, access to healthy foods, and physical activity. The US Department of Agriculture funds the nutrition services we provide through our contracts with local health jurisdictions, community agencies, tribal organizations, and food retailers.

This Division has 268 FTEs and for the 2013-2015 biennium funding breaks down as follows:

- State General Fund: \$32,969,653
- Federal Funds: \$372,717,600
- Dedicated Funds: \$123,402,667
- Interagency agreements: \$12,748,272

The Division is funded primarily by federal grants, requiring strong relationships with federal agencies. This position decides what federal and state general fund requirements will go forward and influences the agency process for requesting these funds from the state legislature or federal agencies.

The division's core work includes:

- Working to protect people from vaccine-preventable disease, promoting policies and systems that increase the number of people who are healthy at every stage of life, and partnering with the health care system for improved access and quality.
- Providing leadership and oversight to immunization promotion and vaccine management; Nutrition Services and WIC clinics and retailers, chronic disease prevention programs, tobacco prevention, maternal child health programs, and family planning clinics and services.
- Effectively translating science into community-based practice.
- Promoting increased efficiency of core business activities.
- Improving customer service through quality improvement initiatives.
- Implementing methods that ensure responsiveness to customer needs, including timely response to customers and constituents.
- Seeking to increase the Prevention and Community Health Division's workforce diversity.
- Building partnerships among the divisions, programs, and key stakeholders.
- Effectively interacting with boards, commissions, councils, the legislature, and local health jurisdictions.

THE IDEAL CANDIDATE WILL HAVE DEMONSTRATED EXPERIENCE AND SKILLS IN THE FOLLOWING LEADERSHIP COMPETENCIES:

Being Resilient – Rebounding from setbacks and adversity when facing difficult situations.

Builds Effective Teams – Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.

Builds Networks – Effectively builds formal and informal relationships.

Cultivates Innovation – Creating new and better ways for the organization to be successful.

Drives Vision and Purpose – Painting a compelling picture of the vision and strategy that motivates others to action.

Instills Trust – Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Manages Ambiguity – Operating effectively, even when things are not certain or the way forward is not clear.

Manages Complexity – Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Persuades – Using compelling arguments to gain the support and commitment of others.

Plans and Aligns – Planning and prioritizing work to meet commitments aligned with organizational goals.

Situational Adaptability – Adapting approach and demeanor in real time to match the shifting demands of different situations.

Values Differences – Recognizing the value that different perspectives and cultures bring to an organization.





DESIRABLE QUALIFICATIONS

DESIRED EDUCATION AND EXPERIENCE

The preferred candidate is a public health professional who is able to translate science into community-based practice. Preference may be given to candidates with the following education and experience:

- **A Bachelor's or a Master's degree in Public Health, Public Administration, or similar field and six years of management experience. An advanced degree is preferred.**
- **Increasingly responsible leadership portfolio with demonstrated program, policy, and population health outcomes.**
- **Demonstrated experience in the following:**
 - Familiarity with and use of public health sciences, theories, and models, including: epidemiology, health promotion, public policy, systems theories, behavior change theories, the socio-ecological model, social determinants of health and the life span approach.
 - Working with public health information issues, including technical and policy considerations and how they apply to a larger public health picture.
 - Successfully leading multiple, diverse programs and managers.
 - Working with governmental agencies and community based agencies and partners.
 - Working with public health systems and understanding the roles of and relationships between state, local and federal health agencies.

COMPENSATION

The maximum annual salary for this position is \$115,000 depending on qualifications. Benefits include health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; and state retirement plans.

APPLICATION PROCESS

Persons interested in this position must submit a cover letter, salary history and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. In order to be considered for the first round of interviews, please submit your application materials by September 6th, 2015 to marissa@karrasconsulting.net. It is the department's intent to fill this position as soon as possible. Candidate evaluation will be ongoing, and it will be to the applicant's advantage to submit application materials as soon as possible.

The State of Washington is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

LIVE AND WORK IN A GREAT STATE

Washington State offers a total work/life package of pay, benefits, flexibility and workplace opportunities to help you get the most out of your career and out of life. Washington State is a great place to work, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high-energy urban center of Seattle, one of the nation's top-ranked cities, to the more relaxed pace of our rural communities, Washington's distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature.

The position is located in Tumwater, located just outside of the city of Olympia which is the capital city of Washington State. Olympia and Tumwater are vibrant cities with a small-town feel conveniently situated between Seattle and Portland, Oregon. Mount Rainier and the rugged Cascade Mountains provide majestic scenery to the east while Washington's Pacific Coast is just an hour's drive to the west. Olympia and the surrounding area enjoy the benefits of an engaged and educated community and a well-supported school system, augmented by two universities and a community college.

